



Job Title: **Elementary Achievement Coach**

Department: **Instructional Supports**

Supervisor: **Instructional Supports Director**

Lane Placement: **Licensed Salary Schedule**

Schedule: **196 Days/8 Hours** Evaluation Group: **CTESS**

FLSA Classification: **Non-exempt**

JOB DESCRIPTION

The **Elementary Achievement Coach** will be responsible for supporting Canyons School District elementary schools' implementation of CSD's Multi-Tiered Systems of Support (MTSS) Framework. Achievement coaches work collaboratively to develop teachers' evidence-based practices in the classroom, implementation of Instructional Professional Learning Communities (IPLCs), increase the commitment of a culture of public practice, and analyze and interpret school and district data to inform data-based decision making. Placement in schools will be determined by the Instructional Supports Department based on school needs and goals.

ESSENTIAL FUNCTIONS

- Provide expertise, training, modeling, co-teaching, and support to teachers in standards, adopted curriculum, instruction, and assessment
- Enter coaching partnerships with teachers and departments to increase the use of effective instructional practices that will support high levels of student achievement
- Coordinate schoolwide benchmark testing in language arts and math
- Support teachers in using relevant and reliable data to monitor progress and make instructional decisions individually and within IPLCs
- Support school-based problem solving in a MTSS framework in order to evaluate core, supplemental, and intensive instruction in language arts and math
- Assist IPLCs in using formative assessments to plan instruction, interventions, and enrichment
- Coordinate and train paraprofessionals who are supporting instruction and intervention
- Compile, synthesize, interpret, and display aggregate and disaggregate data sets
- Participate in district coaching network and share with principals and teachers
- Participate in district professional development designed for coaches, building leadership teams, and teachers
- Work closely with school administrators to maintain communication channels and focus on school goals
- Coordinate and collaborate with administration and other school and district support personnel (e.g. school psychologists, technology coach, external coach etc.) to determine professional learning needs
- Mentor all provisional teachers following the Utah State Board of Education Early Years Enhancement requirements and guidelines
- Relentless commitment to personal growth and development through participation in professional learning and other opportunities to develop and refine instruction and coaching skills
- Reliable and predictable attendance

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check
- Bachelor's degree required, Master's degree preferred
- Valid Utah teaching license, Level II or III preferred
- Demonstrated expertise in utilization of effective teaching strategies required
- Demonstrated proficiency in the use of technology and instructional media tools
- Demonstrated expertise in data based decision making at multiple levels including individual, small group, class, grade and school wide
- Successful experience coaching other professionals preferred
- Flexible and willing to adapt to changes
- Exceptional communication skills both verbal and written
- Demonstrated skill in teaching and facilitating adult learners
- Successful experience coaching/mentoring and/or leading other professionals preferred (e.g. BLT member, New Teacher Coach experience)
- Willingness to continually learn new information and skill related to student learning and achievement including content areas that may be outside of current skill set
- Ability to work collaboratively and individually on assigned tasks
- Willingness to improve facilitation and leadership skills, and take feedback from teammates, supervisor, school administrators, and mentor

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires ability to lift a minimum of ten (10) pounds
- Possesses the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, interaction with critical personnel, interaction with parents and community members, and consistent changes in the educational profession

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 2/17/2020